

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: August 29, 2003

Bulletin #: 486

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: September 12, 2003

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #486:

The following vacancies are exempted from the State of California hiring freeze:

- ❖ **LIFEGUARD – CENTRAL VALLEY DISTRICT/SAN JOAQUIN SECTOR/MILLERTON LAKE STATE RECREATION AREA**
- ❖ **STATE PARK RANGER – CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR**
- ❖ **STATE PARK RANGER – CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR**
- ❖ **STATE PARK RANGER – CENTRAL VALLEY DISTRICT/TURLOCK LAKE STATE RECREATION AREA**
- ❖ **STATE PARK RANGER – MENDOCINO DISTRICT/SOUTH SECTOR/HENDY WOODS STATE PARK**
- ❖ **STATE PARK RANGER – NORTHERN BUTTES DISTRICT/LAKE OROVILLE STATE RECREATION AREA**
- ❖ **STATE PARK RANGER – OHMVRA/HOLLISTER HILLS STATE VEHICULAR RECREATION AREA**
- ❖ **STATE PARK RANGER – OHMVR/OCEANO DUNES DISTRICT/OCEANO DUNES STATE VEHICULAR RECREATION AREA**
- ❖ **STATE PARK RANGER – ORANGE COAST DISTRICT/SOUTH SECTOR**
- ❖ **STATE PARK SUPERINTENDENT I – CENTRAL VALLEY DISTRICT/SOUTH VALLEY SECTOR**
- ❖ **STATE PARK SUPERINTENDENT I – CHANNEL COAST DISTRICT/VENTURA SECTOR**
- ❖ **STATE PARK SUPERINTENDENT I – SAN LUIS OBISPO COAST DISTRICT**
- ❖ **STATE PARK SUPERINTENDENT II – MONTEREY DISTRICT/GAVILAN SECTOR**
- ❖ **STATE PARK SUPERINTENDENT II – NORTH COAST REDWOODS DISTRICT/TRINIDAD SECTOR**
- ❖ **STATE PARK SUPERINTENDENT II – OHMVR/OCOTILLO WELLS DISTRICT**
- ❖ **STATE PARK SUPERINTENDENT II – OHMVR/TWIN CITIES DISTRICT**
- ❖ **STATE PARK SUPERINTENDENT II – SAN LUIS OBISPO COAST DISTRICT**
- ❖ **STATE PARK SUPERINTENDENT II – SIERRA DISTRICT/LAKE TAHOE SECTOR**

The following vacancies are exempted from the State of California hiring freeze:

- ❖ STATE PARK SUPERINTENDENT III/STATE PARK SUPERINTENDENT II – MONTEREY DISTRICT/MONTEREY SECTOR
- ❖ STATE PARK SUPERINTENDENT III – SAN LUIS OBISPO COAST DISTRICT
- ❖ SUPERVISING STATE PARK RANGER – ANGELES DISTRICT/MALIBU SECTOR
- ❖ SUPERVISING STATE PARK RANGER – DIABLO VISTA DISTRICT/BAY SECTOR
- ❖ SUPERVISING STATE PARK RANGER – OHMVR/OCEANO DUNES DISTRICT
- ❖ CONSTRUCTION SUPERVISOR III – SOUTHERN SERVICE CENTER/ACQUISITION AND DEVELOPMENT DIVISION
- ❖ SUPERVISING CIVIL ENGINEER/SENIOR CIVIL ENGINEER – SOUTHERN SERVICE CENTER/ACQUISITION AND DEVELOPMENT DIVISION

The following vacancies are available ONLY to SROA/SURPLUS employees:

- ❖ ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – ACQUISITION AND DEVELOPMENT DIVISION/NORTHERN SERVICE CENTER
- ❖ ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – CONCESSIONS AND RESERVATIONS/SACRAMENTO
- ❖ ASSOCIATE STATE PARK RESOURCE ECOLOGIST – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER
- ❖ EXECUTIVE SECRETARY I/SECRETARY – OFFICE OF GRANTS AND LOCAL SERVICES/SACRAMENTO
- ❖ LABOR RELATIONS ANALYST – LABOR RELATIONS OFFICE/SACRAMENTO
- ❖ STAFF SERVICES ANALYST – ACQUISITION AND DEVELOPMENT DIVISION/NORTHERN SERVICE CENTER

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview and all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, Section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, Sections 17.1-17.7 of the Unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the Unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are exempted from the State of California hiring freeze:

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

LIFEGUARD (\$2752-\$3938) – CENTRAL VALLEY DISTRICT/SAN JOAQUIN SECTOR/ MILLERTON LAKE STATE RECREATION AREA

The reporting location for this position is Millerton Lake State Recreation Area in the foothills northeast of Fresno on the San Joaquin River. This position offers outstanding outdoor recreational opportunities in a pleasant rural setting and offers a tremendous variety of experiences such as public protection, aquatic recreation, interpretation, resource management, first aid, and campground and day use facility operations. Emergency Medical Responder Instructor is desirable. This is an exceptional position for a person looking to broaden their skills in public safety and search and rescue operations. **State housing is not available.** For further information regarding this position, please contact Kevin Forrester at (559) 822-2332.

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The following vacancies are exempted from the State of California hiring freeze:

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER (\$2752-\$3938) – CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR

The reporting location for this position is Columbia State Historic Park. This position is for an individual who is interested in California Gold Rush History and is interested in working in the beautiful Sierra Foothills. This position will have an active involvement in a large interpretive and volunteer program. An opportunity to become a Defensive Tactics, Firearms, and/or Emergency Medical Responder Instructor is available. **State housing is not available.** For further information regarding this position, please contact Craig Mattson at (209) 532-0150.

STATE PARK RANGER (\$2752-\$3938) – CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR

The reporting location for this position is Calaveras Big Trees State Park. This position works under the direction of the Supervising State Park Ranger at Calaveras Big Trees State Park. Primary duties include public safety and law enforcement, campground and day use operations, Visitor Center operations, natural and cultural resource protection, community involvement, an active docent/volunteer program, and active interpretive program. Emergency Medical Responder, Firearms and/or Defensive Tactics Instructor is desirable. A strong background in natural resources management is desirable. **State housing may be available.** For further information regarding this position, please contact Vince Sereno at (209) 795-2334 or Craig Mattson at (209) 532-0150.

STATE PARK RANGER (\$2752-\$3938) – CENTRAL VALLEY DISTRICT/TURLOCK LAKE STATE RECREATION AREA

The reporting location for this position is Turlock Lake State Recreation Area with occasional relief coverage at McConnell State Recreation Area, Great Valley Grasslands State Park, and Hatfield State Recreation Area. This position works under the direction of the Turlock Lake State Recreation Area Supervising State Park Ranger. Primary duties include public protection and enforcement, interpretation, resource management, aquatic safety, and campground and day-use operations. This position will have lead responsibilities for the unit's campground operation, unit volunteer programs, and provide backup responsibility to the aquatic safety program utilizing the unit rescue/patrol boat. This position will also assist in directing resource management programs. **State housing may be available.** For further information regarding this position, please contact Dennis Imhoff at (209) 826-1197.

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STATE PARK RANGER (\$2752-\$3938) – MENDOCINO DISTRICT/SOUTH SECTOR/HENDY WOODS STATE PARK

The reporting location for this position is the Mendocino District, South Sector. This position will act as the unit Ranger for Hendy Woods State Park with patrol and relief coverage provided sector wide. This is a remote position requiring a Ranger skilled and self-confident in leadership, campground operation, resource/interpretive ability, law enforcement, and emergency medical aid. This position acts as lead person for seasonal staff and Campground Hosts. The incumbent will work under the direction of the South Sector Supervising State Park Ranger, and as part of the team of park personnel managing the South Mendocino Sector. Hendy Woods State Park encompasses 845 acres of spectacular old and second growth coast redwoods, and includes 92 developed campsites, a day use area, and several miles of hiking trails. An energetic individual who is self-motivated to work both alone in a remote setting, and as part of the South Mendocino Sector team is desirable. **State housing may be available.** For further information regarding this position, please contact Doug Seekatz at (707) 964-1070.

STATE PARK RANGER (\$2752-\$3938) – NORTHERN BUTTES DISTRICT/LAKE OROVILLE STATE RECREATION AREA

The reporting location for this position is Lake Oroville State Recreation Area. Lake Oroville State Recreation Area provides for an outstanding career opportunity that includes an aquatic safety program, floating campsites, boat-in campsites, 3 land-based campgrounds, and an extensive horse and bike trail system. This position will also work with the Lake Oroville Mounted Assistance Unit and Fam-Camp program. In addition, the park offers a wide range of creative interpretive opportunities, as well as opportunity to participate in cultural and natural resource protection programs. A Firearms Instructor is desirable. **A state trailer pad may be available.** For further information regarding this position, please contact Paul Holman at (530) 538-2297.

STATE PARK RANGER (\$2752-\$3938) – OHMVR/HOLLISTER HILLS STATE VEHICULAR RECREATION AREA

The reporting location for this position is the Hollister Hills State Vehicular Recreation Area. This is an excellent opportunity to work in a can do atmosphere with some of the finest folks in California. Working with a team of three other State Park Rangers, primary duties include patrol, law enforcement, first aid, resource management, and interpretation to off-road users in a beautiful, oak-woodland setting. Operation of off-road motorcycles and ATV's is required. Defensive Tactics and Emergency Medical Responder Instructor, or the interest in becoming one is desirable. **State housing may be available.** For further information regarding this position, please contact Dan Dungy at (831) 637-8186 ext. 16.

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STATE PARK RANGER (\$2752-\$3938) – OHMVR/OCEANO DUNES DISTRICT/OCEANO DUNES STATE VEHICULAR RECREATION AREA

The reporting location for this position is the Oceano Dunes State Vehicular Recreation Area. This position will work under the direction of a Supervising State Park Ranger. Primary duties include public safety and law enforcement, natural and cultural resource protection, the operation of primitive beach camping and day use access, community involvement, volunteer program management, and interpretation. **State housing is not available.** For further information regarding this position, please contact Andrew Zilke at (805) 473-7230.

STATE PARK RANGER (\$2752-\$3938) – ORANGE COAST DISTRICT/SOUTH SECTOR

The reporting location for this position is San Onofre State Park, in the South Sector of Orange Coast District. Primary duties include enforcement, interpretation of resources, public assistance, revenue collection, and administrative duties as assigned. This will be a unique experience for a State Park Ranger to learn many facets of the Department of Parks and Recreation in a dynamic District. **State housing is not available.** For further information regarding this position, please contact Donald Monahan at (949) 492-0802.

STATE PARK SUPERINTENDENT I (\$4140-\$4993) – CENTRAL VALLEY DISTRICT/SOUTH VALLEY SECTOR

The reporting location for this position is Fort Tejon State Historic Park, located adjacent to Interstate 5 near Lebec. This position will work under the direction of the District State Park Superintendent. The South Valley Sector includes Fort Tejon State Historic Park, Tule Elk State Reserve, and Colonel Allensworth State Historic Park. The Sector State Park Superintendent is responsible for the administrative, maintenance, visitor services, public protection, interpretation, real property management, and resource management functions of the Sector. This Sector has over thirty special events and numerous living history programs each year. This position is actively involved with two cooperating associations and several community organizations. The Sector has several ongoing projects aimed at reconstruction and conservation of historic structures. At present, Colonel Allensworth State Historic Park is in the midst of an \$8 million capital outlay project. **State housing may be available.** For further information regarding this position, please contact Scott Wassmund at (209) 536-5930.

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STATE PARK SUPERINTENDENT I (\$4140-\$4993) – CHANNEL COAST DISTRICT/ VENTURA SECTOR

The reporting location for this position is the Channel Coast District Office in Santa Barbara. Once the District's new office is completed, the reporting location will change to San Buenaventura State Beach, Ventura. This position will serve as the Ventura Sector State Park Superintendent that includes Mandalay, McGrath, San Buenaventura and Emma Wood State Beaches. A self-motivated candidate with strong interpersonal skills looking for a leadership experience and a willingness to work with a dedicated cross-functional team is desirable. **State housing is not available.** For further information regarding this position, please contact Richard Rojas at (805) 899-1402.

STATE PARK SUPERINTENDENT I (\$4140-\$4993) – SAN LUIS OBISPO COAST DISTRICT

This position works under the direction of the Museum Sector State Park Superintendent and is responsible for the security of Hearst Castle®, Morro Bay Natural History Museum, and other District facilities. This position plans, reviews, coordinates and monitors programs of security nature for the District, including supervision of the K-9 State Park Rangers, the Firefighters/Security Officers, Dispatch Clerks and Information Technology Section, with special emphasis on the security functions and practices. The incumbent will also be delegated to provide oversight in emergency situations and critical incidents. **State housing is not available.** For further information regarding this position, please contact Hoyt Fields at (805) 927-2065.

STATE PARK SUPERINTENDENT II (\$4547-\$5484) – MONTEREY DISTRICT/GAVILAN SECTOR

This position works under the direction of the State Park Superintendent V. This position offers experience and an opportunity to work with a multitude of State Park partners. The District is seeking applicants who excel in facilitating effective teams and coalitions and are knowledgeable and sensitive to stewardship of historic resources. This position is responsible for the day-to-day management and operations of San Juan Bautista State Historic Park, Fremont Peak State Park, and Henry Coe State Park. Primary duties include management and administration of visitor operations. This position is the liaison with community and government agencies, facility maintenance and housekeeping, cultural resource management and protection, strategic and defensive planning, public safety and law enforcement, grounds management, and public information. **State housing is not available.** For further information regarding this position, please contact Phil Jenkins at (831) 649-2836.

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STATE PARK SUPERINTENDENT II (\$4547-\$5484) – NORTH COAST REDWOODS DISTRICT/TRINIDAD SECTOR

The reporting location for this position is the Sector Office that will be located in Eureka. This position heads the Trinidad Sector including a wide variety of excellent park units. Patrick's Point State Park (rated by USA Today as "the Ultimate Coastal Park") is one of the Department's busiest year-round camping units. Fort Humboldt State Historic Park offers community involvement and cultural stewardship. Five more parks range from beaches with Western Snowy Plover to secluded Azalea State Reserve. In addition to supervising the sector State Park Rangers, State Park Interpreter and Maintenance staff, this position will coordinate several District-wide law enforcement programs. Extensive community interaction is anticipated. **State housing may be available.** For further information regarding this position, please contact John Kolb at (707) 445-6547 Ext. 11 or email at jkolb@parks.ca.gov.

STATE PARK SUPERINTENDENT II (\$4547-\$5484) – OHMVR/OCOTILLO WELLS DISTRICT

The reporting location for this position is the Ocotillo Wells District Headquarters. This position will serve as the District State Park Superintendent. This position is responsible for the operation of Ocotillo Wells State Vehicular Recreation Area, a very active 78,000+ acre off-highway vehicle recreation area and Heber Dunes State Vehicular Recreation Area, a 360 acre off-highway vehicle recreation area. This is an opportunity to work in a beautiful desert environment. The District Superintendent has the authority and responsibility to plan, direct, implement, evaluate, and control the District's functional program of administration, maintenance, and visitor services. The incumbent coordinates the management and protection of the District's cultural and natural resources, real property, plans, prospectuses, procedures, and programs for the purpose of efficient and effective utilization of District resources in order to meet the Department of Parks and Recreation's and the Off-Highway Motor Vehicle Recreation Division's objectives of providing quality leadership, supervision, training, and employee development opportunities to their staff. The incumbent maintains cooperative professional relationships within the community in order to further the philosophy and purposes of the State Park System and the Off-Highway Motor Vehicle Recreation Division and insures that clear, direct legislative liaison is maintained with local legislative field offices. **A state trailer pad may be available.** For further information regarding this position, please contact Tony Perez at (916) 324-5801.

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STATE PARK SUPERINTENDENT II (\$4547 - \$5484) – OHMVR/TWIN CITIES DISTRICT

The reporting location for this position is the Twin Cities District Office located at the Prairie City State Vehicular Recreation Area, in Rancho Cordova. The Twin Cities District Superintendent is responsible for management of the Prairie City and Carnegie Sector State Vehicular Recreation Areas and reports to the Chief of the OHMVR Division. Desirable skills include resource management; experience to oversee the major rehabilitation efforts that are being initiated at Carnegie SVRA; planning experience to oversee the acquisition of more than 3,000 acres; completion of the Environmental Impact Report and the General Plan Amendment; development and operation of the new property, and the ability to work with various groups such as OHV enthusiasts, special event promoters, and environmentalists. An appreciation for and thorough knowledge of the Off-Highway Motor Vehicle Recreation Division program is desirable. **State housing is not available.** For further information regarding this position, please contact Tony Perez at (916) 324-5801.

STATE PARK SUPERINTENDENT II (\$4164-\$5022) – SAN LUIS OBISPO COAST DISTRICT

This position works under the direction of the Museum Director/State Park Superintendent of the San Luis Obispo Coast District (formerly San Simeon and San Luis Obispo Districts) and will work closely with the Subject Matter Experts (SMES) for the District. This position will be primarily administrative in nature, with minimal field work, responsibilities for the diverse District support team of State Park Superintendent I, Park Maintenance Chief III, Historian II, Associate Governmental Program Analyst, Information Systems Technician Specialist I, and Park and Recreation Specialists. **State housing is not available.** For further information regarding this position, please contact Hoyt Fields at (805) 927-2065.

STATE PARK SUPERINTENDENT II (\$4547 - \$5484) – SIERRA DISTRICT / LAKE TAHOE SECTOR

The reporting location for this position is Sugar Pine Point State Park. This position works under the direction of the District State Park Superintendent and may act on behalf of the District State Park Superintendent in his/her absence. This position functions as the Sector State Park Superintendent and is responsible for overseeing and managing all aspects of the sector operations, including visitor services, maintenance, resource management, interpretation, real property, concessions, interagency contacts and public relations. The Lake Tahoe Sector has park units that are environmentally and politically sensitive and very challenging to manage. **State housing may be available.** For further information regarding this position, please contact John Knott at (530) 525-9523.

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STATE PARK SUPERINTENDENT III (\$5233-\$6312)/STATE PARK SUPERINTENDENT II (\$4547-\$5484) – MONTEREY DISTRICT/MONTEREY SECTOR

This position works under the direction of the District State Park Superintendent. This State Park Superintendent position serves as the Sector Superintendent for the Monterey Sector. The Monterey Sector Superintendent is responsible for the day-to-day operation and management of 10 park units: Garrapata State Park, Point Lobos State Reserve, Point Lobos Ranch, Carmel River State Beach, Marina State Beach, Monterey State Historic Park, Monterey State Beach, Salinas River State Beach, Moss Landing State Beach, and Zmudowski State Beach. Primary duties include management and administration of visitor facility operations, liaison with community and government agencies, cultural and natural resource management and protection, strategic and defensive planning, public safety and law enforcement, public information, housekeeping, and grounds and landscape maintenance. This position offers an excellent opportunity for an individual seeking a challenging and demanding experience and an opportunity to work with a multitude of State Park partners in California's Forgotten Capital. The District is seeking applicants who excel in facilitating effective teams and coalitions and are knowledgeable and sensitive to stewardship of historic resources. This position may be downgraded for recruitment purposes. **State housing may be available.** For a copy of the duty statement contact Diana Gillingham at (831) 649-2807. For further information regarding this position, please contact Phil Jenkins at (831) 649-2836.

STATE PARK SUPERINTENDENT III (\$5233-\$6312) – SAN LUIS OBISPO COAST DISTRICT

This position works under the direction of the District State Park Superintendent. This position is responsible for all programs in the Coastal Sector including public safety, concessions, partners, special events, maintenance, trails, volunteers, security, and interpretation. The incumbent manages the ranger programs at Morro Bay, Montana de Oro, Pismo Beach and all other sections of the Coastal Sector; oversees the programs at the Natural History Museum in Morro Bay, and works with the State Park Rangers, resources and maintenance teams to achieve Department and District goals with an emphasis on security, visitor service, protection of the parks resources and good maintenance practices. **State housing is not available.** For further information regarding this position, please contact Nick Franco at (805) 927-2065.

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SUPERVISING STATE PARK RANGER (\$3776 - \$4547) – ANGELES DISTRICT/MALIBU SECTOR

The reporting location for this position is the Malibu Sector Office. This position will work under the direction of the Malibu Sector State Park Superintendent. The incumbent will be working throughout the sector, which includes 4 major campgrounds, the Malibu Pier, and a variety of heavily visited day use areas. This position is part of a three person team that provides supervisory oversight for thirteen State Park Rangers within the sector. A new K-9 unit has recently been introduced to the sector to provide additional public safety support. This is a great opportunity to gain experience in a wide variety of challenging assignments. Opportunities for paid overtime may exist due to the active commercial filming program within the sector. **State housing is not available.** For further information regarding this position, please contact Hayden Sohm at (310) 457-8140.

SUPERVISING STATE PARK RANGER (\$3776 - \$4547) - DIABLO VISTA DISTRICT/BAY SECTOR

The reporting location for this position is the Ranger's Office located in the service yard at Mount Diablo State Park. Working under the direction of the Sector State Park Superintendent, this position is responsible for the Visitor Services operations of the Sector which includes Mount Diablo State Park and Candlestick Point SRA. Visitor Services staff includes nine State Park Rangers, a State Park Interpreter, and from five to fifteen Park Aids. Candlestick Point State Recreation Area is a unique urban park in South San Francisco. It is used extensively by the local community and accommodates overflow parking from the adjacent 3COM stadium. Mount Diablo State Park is a very active 20,000-acre park in the east San Francisco Bay Area with an annual attendance of nearly 700,000 visitors. The park contains three campgrounds, numerous picnic areas, group camps, over 150 miles of trails and fire roads, and a new Visitor Center at the 3,849 foot summit. Plans are now underway for the construction of an observatory in the park. The position is responsible for the direction of an active Volunteer In Parks Program, which includes Mounted Assistance and Bicycle Assistance Programs and Visitor Center Docents. The Supervising State Park Ranger is responsible for the implementation of the unit's comprehensive Wildfire Management Program including annual prescribed burns. This position requires considerable and effective dealings with outside agencies and organizations. Experience related to wildfire management and the prescribed fire program is desirable. **State housing may be available.** For further information regarding this position, please contact Brian Hickey at (925) 673-2891.

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SUPERVISING STATE PARK RANGER (\$3776 - \$4547) – OHMVR/OCEANO DUNES DISTRICT

The reporting location for this position is the Oceano Dunes State Vehicular Recreation Area. The incumbent will work under the direction of the Visitor Services State Park Superintendent. This position offers excellent experience and training opportunities in a full range of core programs for an individual with motivation, good organizational skills and a willingness to meet the challenges of one of the busiest and most unique park settings in California. **State housing is not available.** For further information regarding this position, please contact Andrew Zilke at (805) 473-7230, or azilk@parks.ca.gov.

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The following vacancies are exempted from the State of California hiring freeze.

**CONSTRUCTION SUPERVISOR III (\$5583-\$6786) – SOUTHERN SERVICE CENTER/
ACQUISITION AND DEVELOPMENT DIVISION**

The reporting location for this position is the Southern Service Center located in San Diego. This position will be responsible for taking charge of and supervising the construction and/or project program activities of the Southern Service Center. This will include coordinating, scheduling, and reviewing the activities of supervision, and inspection of all projects derived from and within the Southern Service Center area. Other duties involve recognition, coordination and enforcement of issues relating to CEQA, Historic Building codes, Federal and State Environmental Restrictions and all other applicable mitigating requirements during the course of the project from inception through design and construction, oversight of matrix organize multi-discipline project teams, review of work plans, schedules, budgets and performance requirements, and problem resolution. **State Housing is not available.** For further information regarding this position, please contact Mark Schrader at (916) 445-7966.

**SUPERVISING CIVIL ENGINEER (\$6174-6810)/SENIOR CIVIL ENGINEER (5087-\$6181) –
SOUTHERN SERVICE CENTER/ACQUISITION AND DEVELOPMENT DIVISION**

The reporting location for this position is the Southern Service Center in San Diego. The incumbent will work under the direction of the Southern Service Center manager. This position will oversee the engineering design and development team within the Southern Service Center. The Service Center, as part of Acquisition and Development Division, provides planning services and technical designs for a variety of projects located throughout Southern California State Parks System, including Will Rogers State Park, Old Town San Diego, Anza Borrego Desert State Park, and Huntington State Beach. The incumbent will also be responsible for engineering solutions, staff supervision, and providing guidance in new initiatives and their implementation.

The Division is seeking a candidate with years of engineering experience in the private or public sector. It is desirable for the incumbent to be a proactive team player, with the strength of character and resilience to work in a demanding department; have outstanding technical skills with a sophisticated understanding of engineering management, requirements and standards, and have an aptitude for rapid problem solving. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Clay Phillips at (619) 220-5303.

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The following vacancies are available only to SROA/SURPLUS employees:

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$3915-\$4759) - ACQUISITION AND DEVELOPMENT DIVISION - NORTHERN SERVICE CENTER

The reporting location for this position is the Northern Service Center at One Capital Mall in Sacramento. This position offers a great opportunity for participation in the contract administration process. The incumbent is responsible for administering the Division's contracts. Duties include review of solicitation packages for Request for Proposals and Request for Qualifications; submitting advertisements; preparing contract documents for successful consultants, and processing contracts necessary for approval. Strong organizational skills, the ability to work under short deadlines, and attention to detail are highly desirable qualities. Excellent computer skills are essential. **State housing is not available.** For further information regarding this position, please contact Darlene Atkinson at (916) 445-8881.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$3915-\$4759) – CONCESSIONS AND RESERVATIONS DIVISION/SACRAMENTO

The reporting location for this position is the Concessions and Reservations Division at Headquarters in Sacramento. This position is responsible for generating revenue for the State by issuing Requests for Proposals for contracts that are on a month-to-month basis. The Concessions Program includes approximately 200 concession projects and 50 operating agreements earning the Department approximately \$90 million this year. This position will be responsible for writing and recommending concessions Request for Proposals and will assist the Concession Program Management Team in the review and recommendation of the more complex concession projects. **State housing is not available.** For further information regarding this position, please contact Jim Luscutoff at (916) 653-7733.

ASSOCIATE STATE PARK RESOURCE ECOLOGIST (\$3926-\$4732) – SOUTHERN SERVICE CENTER/ACQUISITION AND DEVELOPMENT DIVISION

This position works under the direction of the Senior State Park Resource Ecologist at the Southern Service Center, located in San Diego. This position will conduct resource inventories to fill information gaps; participate on a multi-disciplinary team for the development of resource summaries, and resource goals and guidelines for the management and protection of natural resources; prepare unit resource management plans and resource project plans, and address Major Capital Outlay projects that may include such phases as vegetation/habitat, and rehabilitation. **State housing is not available.** For further information regarding this position, please contact Karen Miner at (619) 220-5315.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are available only to SROA/SURPLUS employees:

EXECUTIVE SECRETARY I (\$2688-\$3268)/SECRETARY (\$2390-\$2906) – OFFICE OF GRANTS AND LOCAL SERVICES/SACRAMENTO

The reporting location for this position is the Office of Grants and Local Services Office at Headquarters in Sacramento. The incumbent works under the direction of the Chief of the Office of Grants and Local Services and will provide office support services. The primary responsibilities include independently composing letters, maintaining calendar schedules, gathering information for meetings, screening incoming calls, maintaining pending and working files, coordinating and preparing travel arrangements and claims, opening and distributing mail. This position also calls for researching various projects and subjects, making independent responses to telephone inquiries, and the handling of inquiries on sensitive/confidential grant program issues, and serves as the office Property Custodian. Other duties include backup receptionist coverage and dispensing revolving fund checks. Demonstrated skills in organization and computer programs are desirable. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Charlie Willard at (916) 651-8597.

LABOR RELATIONS ANALYST (\$3917-\$4761)/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$3915 - \$4759) – LABOR RELATIONS OFFICE/ SACRAMENTO

The reporting location for this position is the Labor Relations Office at Headquarters in Sacramento. The Labor Relations Office is looking for a Labor Relations Analyst interested in challenging opportunities, diversity assignments, and the opportunity to work in a Department where the staff is truly dedicated to the mission of California State Parks. The Labor Relations Office is responsible for administering the Department's employer-employee relations programs. The incumbent represents the Department's management on labor relations matters when dealing and working with the Department of Personnel Administration, other State agencies, and employee labor organizations. The person selected for this position will have the opportunity to perform the full range of labor relations duties. These include participating and representing management on statewide and departmental collective bargaining negotiation teams; investigating and effectively recommending resolutions to employee grievances and complaints at the Director's level of review; developing and providing training to management staff at the Department's Training Center in the Monterey area and at park locations statewide; and providing guidance and assistance to departmental management on matters relating to wages, hours, and other terms and conditions of employment including interpretation of negotiated contract agreements, employee grievance and problem resolution, and proposed changes in policies and procedures affecting terms and conditions of employment. The position is designated confidential under the Ralph C. Dills Act. To find out more about the Department of Park and Recreation, visit our website at www.calparks.ca.gov. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Margie Popoff at (916) 653-6773.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are available only to SROA/SURPLUS employees:

**STAFF SERVICES ANALYST (\$2507 - \$3957) – ACQUISITION AND DEVELOPMENT
DIVISION – NORTHERN SERVICE CENTER**

The reporting location for this position is the Northern Service Center at One Capital Mall in Sacramento. This position offers a great opportunity for participation in the contract administration process. This position is responsible for the administrative efforts necessary to accomplish the Division's many contracts. The duties include reviewing Project Manuals for publication, submitting advertisements and conducting bid openings, and processing contract documents necessary for approval. Strong organizational skills, the ability to work under short deadlines, and attention to detail are highly desirable qualities. Excellent computer skills are essential. **State housing is not available.** For further information regarding this position, please contact Darlene Atkinson at (916) 445-8881.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous File	Promotional Spot – Sacramento
Management Services Technician	August 29, 2003	Promotional